

SBI SWORN APPLICATION PACKET CHECKLIST (DOCUMENTS REQUIRED)

8-1-06

**All Documents listed below must be submitted to be
considered for a Sworn Position**

Make sure all copies are legible

1. **Form HR-2** SBI Applicant Understanding and Agreement
2. **Form HR-3** SBI Personal Disclosure Statement (Must be notarized)
3. **Form HR-4** Personal History Statement, Criminal Justice Education Training and Standards Commission (Must be notarized)

Important: References must be persons other than relatives, past or present employers or supervisors.

4. **Form HR-5** SBI Automatic Disqualifiers and Disclosure Statement
5. **Form HR-6** SBI Applicant Authorization and Release (Must be notarized)
6. Photocopy of drivers license, Social Security Card and certified copy of birth certificate
7. Photocopy of passport if you have one
8. Copy of *Certificate of Naturalization*, if applicable (Form N-550)
9. Copy of Military Discharge/Certificate or Release or Discharge from Active Duty, DD Form 214, and Correction to DD Form 214, Certificate of Release or Discharge from Active Duty, DD Form 215, if applicable. **Form 180**
10. General Information for the position of SBI Special Agent Trainee, Applicant Information for the position of SBI Special Agent Trainee, PT-Test Information and Subchapter 9B B Standards for Criminal Justice Employment: Education and Training **(This information does not need to be returned, but it is suggested that you print and read)**
11. Photocopy of BLET Certification, if applicable
12. Certified College Transcripts - Transcripts must be requested by the applicant and mailed by the college or university directly to the SBI Human Resources Section, P.O. Box 29500, Raleigh, NC 27626-0500 (This applies to all colleges or universities attended)
13. Copy of high school transcripts
14. You will need to go to the Clerk of Superior Court in the County which you live and request them to run a criminal records check on you and provide us a Certified True Copy of this check. There is usually a fee for this service.

1. **Form HR-1**